

5401 - BEACH PATROL CAPTAIN

NATURE OF WORK

This is advanced, highly responsible, supervisory and administrative work in directing lifeguard and related beach operations at City operated public beaches.

The employee in this classification is responsible for planning, directing, controlling, evaluating and coordinating beach operations, at various locations, in the City. Emphasis of the work is on assuring the safety of beach users through the provision of lifeguard services, maintaining beach areas in a safe condition, and assuring the maintenance of good relations with the public. Responsibilities include preparation and administration of the beach operations budget, design and development of lifeguard training programs, purchase and preservation of uniforms and equipment for use in lifesaving activities, and the evaluation of new equipment on the market.

The incumbent exercises considerable independent judgment in developing beach operations policies and enforcing State and Local laws and ordinances and general~safety rules at City public beaches. Supervision is exercised over subordinates by assignment of work and delegation of authority necessary to complete responsibilities, and by review of activity reports, personal inspections, and conferences. General direction is received from an administrative superior who reviews and evaluates program operations for efficiency of management and attainment of goals and objectives.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, directs, controls, evaluates and coordinates the work of subordinate lifeguard personnel in enforcing State and Local laws and ordinances, and general/safety rules regarding water safety and public beach usage, responding to emergencies, and promoting the general welfare of beach users.

Establishes hours of operation of City beach facilities and revises as necessary; assures that life saving personnel are present during required hours of operation.

Reviews a variety of incident, accident, and activity reports for effectiveness of the beach operations program.

Inspects Beaches & Tower Locations. Reports to Marine Authority & other Boards. Coordinates City Special Events with Beach Patrol.

Responds to inquiries and complaints from beach users; assists subordinates in responding to user complaints by exercising tact and diplomacy.

Resolves complaints by explaining rules and regulations and/or by taking appropriate action to correct deficiencies in beach operations to maintain good public relations.

Responds to emergencies involving water fatalities; interrogates lifeguard personnel regarding circumstances of incidents; obtains written statements from lifeguard personnel and witnesses; forwards completed reports to appropriate agencies; testifies in court cases as required.

Prepares beach operations budget and develops/completes required narratives; administers budget and

approves expenditures.

Develops beach operations goals and objectives; prepares periodic reports and evaluates effectiveness of beach operations.

Designs and develops training programs to maintain and improve proficiency in lifesaving techniques and first aid methods.

Establishes training schedules for periodic proficiency evaluation tests; insures that daily training is carried out according to schedules and instructions.

Meets with Civic groups, environmentalists, City officials, and officials of other agencies, and with the media, to provide information on beach operations to explain policies and procedures, and to discuss actions.

Studies, evaluates and tests new equipment for use in lifesaving operations; prepares reports embodying findings and recommendations regarding acquisition to administrative superior.

Makes recommendations and decisions regarding hiring, discipline and promotion of subordinates.

Authorizes leave and overtime; reviews employee performance reports prepared by subordinates, and rates employee performance.

Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of State and Local laws and ordinances and general/safety rules and regulations pertaining to the use of public beaches and facilities.

Thorough knowledge of the sound precautionary measures used in assuring safety, and of general standards of propriety necessary to the maximum enjoyment of the beach.

Thorough knowledge of tide, current, wind, and other physical conditions which affect water safety.

Considerable knowledge of first aid practices and procedures, and the ability to administer first aid.

Considerable knowledge of the principles of public and business administration and their application to governmental activities.

Considerable knowledge of supervisory principles and practices. Considerable knowledge of public relations principles and techniques.

Considerable knowledge of instructional methods, techniques, and materials, applicable to lifeguard training.

Knowledge of budget preparation procedures and reporting requirements.

Knowledge of modern office procedures, practices and methods.

Skill in swimming, water safety and rescue activities.

Ability to supervise a large staff of subordinates in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with City officials, officials of other agencies, subordinates, other employees, and the general public.

Ability to plan, assign, evaluate and coordinate the work of subordinates located in geographically separated work units.

Ability to delegate authority to subordinates necessary to complete responsibilities.

Ability to design, develop and implement lifeguard training programs in such areas as lifesaving, first aid, and public relations.

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Ability to exercise judgment and discretion in devising, installing and implementing departmental rules, regulations and procedures.

Ability to express ideas clearly and concisely, both verbally and in writing.

MINIMUM REQUIREMENTS

Bachelor's Degree in Recreation, Park Management or Business Administration preferred; thorough experience in ocean beach lifesaving work including considerable supervisory experience; possession of American Red Cross Instructor/Trainer Water Safety Certificate. Experience can substitute for education on a year-for-year basis. Desired: State Certified E.M.T., Red Cross.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling.

SUPERVISION RECEIVED

General supervision is received from an administrative superior who reviews and evaluates program operations for efficiency of management and attainment of goals and objectives, through conferences, review of reports, and inspection of beach safety conditions.

SUPERVISION EXERCISED

Administrator over 46 full-time and 25 or more part-time employees responsible for the safety of citizens and visitors utilizing the public beaches of the City of Miami Beach.

Rev. 11/98